

## IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a DigAlert Identification Number (ID) be issued before a "Permit to excavate" will be valid.

For your DigAlert ID Number  
Call Underground Service Alert  
TOLL FREE 1-800-227-2600 or 811  
Two working days before you dig.

For more information, go to:  
[www.digalert.org](http://www.digalert.org)

## Applications should be submitted to:

County of San Diego  
Planning and Development Services (PDS)  
Land Development Counter  
5510 Overland Avenue, Suite 110  
San Diego, CA 92123

(858) 694-2055  
Fax (858) 279-7020

Email: [LDPERMITCOUNTER@SDCOUNTY.CA.GOV](mailto:LDPERMITCOUNTER@SDCOUNTY.CA.GOV)

FOR GENERAL INFORMATION ONLY  
NOT TO SUPERSEDE THE APPROPRIATE  
ORDINANCE



## ENCROACHMENT PERMIT: TO ENCROACH UPON COUNTY HIGHWAY



COUNTY OF SAN DIEGO  
DEPARTMENT OF PUBLIC WORKS

[www.sdcounty.ca.gov/dpw](http://www.sdcounty.ca.gov/dpw)

## ENCROACHMENT PERMIT

### PERMIT PURPOSE

The County may be held all or partially responsible when a person is injured or property is damaged in the County road Right-of -Way

### DEFINITION

An encroachment means any tower, pole, pipeline, private pipe, private pipeline, nonstandard driveway, private road, fence, billboard, stand or building, or any structure or object of any kind or character, which is placed in, under or over any portion of the highway

### PERMIT REQUIRED

A written Encroachment Permit is required prior to placing, changing or reviewing an Encroachment in, under or over any portion of the County Road R/W in accordance with Section 71 (Highway and Traffic) of the San Diego County code of Regulatory Ordinances.

### SPECIAL REQUIREMENTS

- ◆ Public notification may be required prior to commencement of construction

## APPLICATION PROCEDURE

The applicant shall provide the following:

- ◆ Location of Proposed Encroachment
- ◆ Description of structure or object
- ◆ Justification for encroachment
- ◆ Will it interfere with the public use/maintenance?
- ◆ Duration for which permit is sought (one day, days, indefinite)
- ◆ Date request is to be effective
- ◆ \$126.00 issuance fee (checks payable to County of San Diego)
- ◆ \$63.00 permit renewal fee.
- ◆ An additional deposit may be required
- ◆ Drawings or sign plan
- ◆ Lights, barriers, warnings signs or other measure designed to protect the traveling public, where applicable

\*Permits can usually be issued at the time of application, except when a pre-issuance field review is required. Field reviews require up to two weeks to process

- ◆ \*An Encroachment Removal Agreement may be required and a deposit

## POLICY

All permits other than those issued to public agencies or a public utility having legal authority to occupy the public road right-of-Way are revocable on five days' notice and the encroachment must be removed or relocated as may be specified by the Director in the notice revoking the permit and within a reasonable time specified by the Director unless the permit provides a specified time. Encroachments not removed within the period shall be removed by County forces with the cost borne by the owner. Encroachment determined to obstruct or prevent public use of County road Right-of-Way, consist of refuse, cause a traffic hazard, or in violation of other specific regulations will be removed immediately.

### NOTE:

#### PAINTING HOUSE ADDRESS NUMBER ON CURBS:

Vendors must obtain a solicitor's license from the County Sheriff's Department (858) 974-2020 as well as an encroachment permit before painting house numbers on curbs within the unincorporated areas of the County. A copy of the solicitor's license must be submitted with the encroachment permit application. Specific guidelines for painting addresses on curbs are available from the Planning and Development Services Construction/ Road Right-of-Way Counter.